

**ALEXANDRIA TOWNSHIP COMMITTEE MEETING
MINUTES
January 27, 2021**

**Members of the public who wish to participate in the meeting may do so by calling
1-978-990-5000 followed by meeting number Access Code: 333891 at 6:00 PM.**

Individuals calling into this number will be able to fully participate in the meeting, including providing public comment. *A non-public dial in number will be used if executive session is required.*

In accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., and in consideration of Executive Order No. 103, issued by Governor Murphy on March 9, 2020, declaring a State of Emergency and a Public Health Emergency in the State of New Jersey, the Township of Alexandria does hereby notify the public that to protect the health, safety and welfare of our citizens while ensuring the continued functioning of government, the meeting of the Mayor and Committee will be held telephonically only. Notice of this meeting was published in the Democrat on January 7th. Notice was posted on the Municipal Office Front Doors and the Township website.

Meeting Called to order at 6:06 PM.

ROLL CALL:

PRESENT: Mayor Plumer, Committeeman Pfefferle, Committeeman Kiernan, Twp. Atty. Dragan

ABSENT: None

FLAG SALUTE:

Mayor Plumer led the flag salute.

OLD BUSINESS:

None

NEW BUSINESS:

- Resident Phone Call Alert System

Township Clerk/Administrator Bobrowski received two quotes for call alert systems. The quotes received were from:

- 1.) Onsolve -Annual Fee of \$2400.00
- 2.) Rave Mobility- Annual Fee of \$4500.00
- 3.) Nixle- Two requests have been made, but no one has contacted the Township with a quote to date.

The Township Committee would like to look into a possible shared service with another Township and also see if the County does a shared service as well. Township Clerk/Administrator Bobrowski will also contact the Township's website provider to see if a link can be installed so that residents can sign up for email notifications. If the Township establishes a email distribution list it will be subject to OPRA requirements if requested.

- Abandon/Vacant Property Ordinance 2019-003

An Attorney sent correspondence to the Township Attorney regarding that Township's policy on registering an abandon property and the fees associated with the registration. The Ordinance indicates that an "owner" is required to comply with the ordinance and the Attorney is indicating that a company taking over the property from a tax sale is not an "owner" and should not be required to register the property . The Township set high registration fees in the ordinance based on surrounding Township's similar ordinances and to prompt banks to sell the property and not sit on it. The ordinance notes that a lien can be placed on the property for maintenance. The Township will look into the lien process and Township Clerk/Administrator Bobrowski will contact neighboring municipalities as to the fees they are charging for abandon property registration.

- 2021-047 Salary Resolution for 2021

Salary Resolution 2021-047 was pulled from the Consent Agenda by Mayor Plumer to discuss. The Township Committee will set forth a policy and amend the Salary Ordinance to reflect that the Township Committee and future Township Committee's salary will be set at \$4,080.00 and not be subject to raises. Comm. Pfefferle asked if any of the salaries listed were stipends. It was noted that the positions listed are not stipends but salaries by Township Clerk/Administrator Bobrowski. Comm. Pfeffelre would like to go over the salary resolution during department reviews that the Township Committee will be conducting this year to determine if some position's compensations should be considered stipends and if raises would be applicable as well for certain positions.

**RESOLUTION 2021-047 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY TO FIX THE SALARIES OF THE VARIOUS OFFICERS AND
EMPLOYEES FOR THE YEAR 2021**

Township Committeemen	\$ 4,080.00
Township Clerk	\$ 58,860.20
	\$ 226.66 Special Mtg.
Deputy Clerk	\$ 41,723.22
Township Administrator	\$ 13,532.05
Chief Financial Officer	\$ 35,700.00
Asst. CFO	\$ 36.51 per hour
Finance Assistant	\$ 22.44 per hour
Tax Assessor	\$ 35,464.67
Tax Collector	\$ 28,163.02
Zoning Officer	\$ 10,040.23

Registrar of Vital Statistics	\$ 1859.99
Deputy Registrar	\$ 360.57
Percolation Test Witness	Per Ordinance
Land Use Secretary	\$ 20.86 per hour
	Plus \$221.92 per meeting
Board of Health Secretary	\$ 2,220.58
Dog Warden	Per Contract
Office Cleaning	\$ 5,827.71
Emergency Mgmt.911 Coordinator	\$ 3,271.75
Office Help	\$ 12.00 to \$35.00 per hour
Public Works Personnel	Per Union Contract
Seasonal Snow Plow Operator	\$ 25.76 per hour
Seasonal Park Help	\$ 20.60 per hour
Recycling Coordinator -Office	\$ 4,652.63
Construction Official	\$ 53.98 per hour
Building Sub-Code Official/Inspector	\$ 45.18 per hour
Building Dept. Technical Assistant	\$ 19.59 per hour
Plumbing Sub-Code Official	\$ 53.98 per hour
Electrical Sub-Code Official/Inspector	\$ 45.18 per hour
Fire Sub-Code Official/Inspector	\$ 45.18 per hour
Fire Prevention	\$ 8,478.92
COAH Housing Agent	\$ 22.44 per hour

Mileage Reimbursement

.56 per IRS publication

CONSENT AGENDA:

All items listed with an asterisk on the agenda "*" are considered to be routine by the Township Committee and will be enacted by one motion. There will be no separate discussion of these items unless a Committee member or citizen requests, in which event the item will be removed from the General Order of Business and considered in its normal sequence on the agenda.

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve the resolutions below on the Consent Agenda.

Roll Call: Aye: Plumer, Kiernan, Pfefferle

Nay: None

Abstain: None

Motion Carried

- 2021-048 Appropriation Transfer # 1 for 2021

RESOLUTION 2021-048 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY

WHEREAS, various 2020 bills have been presented for payment this year, which bills represent obligations of the fiscal year 2020 and were not covered by order number and/or recorded at the time of transfers between the 2020 Budget in the last two months of 2020: and

WHEREAS, N.J.S. 40A:4-59 provides that all unexpended balances carried forward after the close of the fiscal year are available, until lapsed at the closed of the succeeding year, to meet specific claims, commitments or contracts incurred during the preceding fiscal year, and allow transfers to be made from unexpended balances to those which are expected to be insufficient during the first three months of the succeeding year;

NOW, THEREFORE, BE IT RESOLVED by the Committee of the Township of Alexandria, in the County of Hunterdon, State of New Jersey, (2/3 of the majority of the full membership concurring herein) that the transfers as listed in the resolution be made between the 2020 Budget Appropriation Reserves as follows:

	FROM	TO
Fire Prevention S&W	\$100.00	
Fire Prevention O/E		<u>\$100.00</u>
Total	<u>\$100.00</u>	<u>\$100.00</u>

- 2021-049 Amending Professional Contract Service Award to Township Labor Attorney Matthew Giccobbe

**RESOLUTION 2021-049 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY AMENDING PROFESSIONAL CONTRACT SERVICE AWARD TO
TOWNSHIP LABOR ATTORNEY MATTHEW J. GIACOBBE ESQ.**

WHEREAS, on February 26, 2020 the Alexandria Township Committee appointed Matthew J. Giacobbe, Esq. of Cleary, Giacobbe, Alfieri, Jacobs, LLC., 5 Ravine Drive, PO Box 533, Matawan, NJ 07747 as the Township's Labor Attorney; and

WHEREAS, on February 26, 2020 the Alexandria Township Committee approved a budgeted amount not to exceed of \$15,000.00 in account number **01-203-20-155-020** for services to be rendered by Township Professional Matthew J. Giacobbe, Esq. of Cleary, Giacobbe, Alfieri, Jacobs, LLC., 5 Ravine Drive, PO Box 533, Matawan, NJ 07747; and

WHEREAS, on September 9, 2020 the Alexandria Township Committee approved an additional budgeted amount not to exceed of \$6,000.00 in account number **01-203-20-**

155-027 for services to be rendered by Township Professional Matthew J. Giacobbe, Esq. of Cleary, Giacobbe, Alfieri, Jacobs, LLC., 5 Ravine Drive, PO Box 533, Matawan, NJ 07747; and

WHEREAS, on November 11, 2020 the Alexandria Township Committee approved an additional budgeted amount not to exceed of \$8,500.00 in account number **01-203-20-155-027** for services to be rendered by Township Professional Matthew J. Giacobbe, Esq. of Cleary, Giacobbe, Alfieri, Jacobs, LLC., 5 Ravine Drive, PO Box 533, Matawan, NJ 07747; and

WHEREAS, the Township Committee budgeted a total of \$29,500.00 for Labor Attorney services (not out-of-pocket expenses) by the Township Labor Attorney for 2020 and additional bills submitted by Township Labor Attorney Giacobbe for Special Litigation Expenses not including out-of-pocket expenses have exceeded the budgeted amount for 2020.

NOW THEREFORE, BE IT RESOLVED by the Township of Alexandria as follows:

1. Resolution 2020-018, Resolution 2020-0102, and Resolution 2020-0128 are amended to revise the “not to exceed number” and the Alexandria Township Chief Financial Officer shall certify that the additional amount of, not to exceed \$3,5000.00 in excess of the already budgeted amount of \$29,500.00 set by the Township Committee is available in the following sub-account **01-203-20-155-027**.

I, Michele Bobrowski, Township Clerk of the Township of Alexandria, County of Hunterdon, State of New Jersey, hereby certify this to be a true copy of a resolution adopted by the Township Committee on January 27, 2021.

- 2021-050 To Join the Sourcewell Cooperative

RESOLUTION 2021-050 TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY TO JOIN THE SOURCEWELL COOPERATIVE

WHEREAS, Alexandria Township desires to become a member of the Sourcewell Cooperative effective January 27, 2021 and that such membership shall remain in effect thereafter with the Cooperative unless Alexandria Township elects to formally withdraw from the Cooperative;

WHEREAS, Alexandria Township’s member number is 164307 and to be used in reference to all purchases from Sourcewell.

NOW, THEREFORE, BE IT RESOLVED, that the Alexandria Township Committee and Mayor are hereby authorized to execute the attached agreement for said membership.

- 2021-051 Tax Sale Redemption for 2 Mill Street, B- 20.03, L-1

RESOLUTION 2021-051 TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY FOR A TAX SALE REDEMPTION FOR B-20.03, L-1, 2 MILL STREET

WHEREAS, THE Tax Collector has received redemption monies in the amount of \$7,374.41 from Cortes and Hay Title Agency, Inc. on behalf of the assessed owners Constance and John Manailovich to redeem Tax Sale Certificate No. 2020-001 for Block 20.03 Lot 1, located at 2 Mill Street, Milford, NJ 08848, that was sold on November 20th, 2020; and

WHEREAS, certified funds have been received for redemption of said lien as of January 22, 2021;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Alexandria, County of Hunterdon, State of New Jersey, that the Chief Financial Officer be authorized to issue a refund check in the amount of \$7,374.41 to: US Bank Cus/Pro CAP 8/Mgt II, 50 South 16th St., Suite 2050, Philadelphia, PA 19102.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be provided to the Tax Collector and Chief Financial Officer.

BILL LIST:

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve the January 27, 2021 bill list.

Roll Call: Aye: Plumer, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

PUBLIC COMMENT ON GENERAL MATTERS:

None

CORRESPONDENCE/ANNOUNCEMENTS:

Township Clerk/Administrator Bobrowski noted that the County Health Department will have a sign up every Wednesday at 10:00 AM for those eligible for Covid-19 vaccinations on the County Health Department website. Must be a resident or work in Hunterdon County to sign up.

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to go into Executive Session. (6:30 PM)

Roll Call: Aye: Plumer, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

Open Public Meetings Act RESOLUTION- Executive Session

WHEREAS, N.J.S.A. 2:4-12, Open Public Meetings Act, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist:

NOW, THEREFORE, BE IT RESOLVED by the Township of Alexandria, County of Hunterdon, State of New Jersey, as follows:

1. The public shall be excluded from discussion of the hereinafter specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:

_____ A confidential or excluded matter under Federal or State Law or Court Rule.

_____ A matter involving information that may impair the Township's rights to receive funds from the United States Government.

_____ A matter constituting an unwarranted invasion of an individual's privacy rights.

_____ Collective Bargaining Agreement or negotiation of the Agreement.

_____ Matters involving the purchase, lease or acquisition of real property with public funds which it could adversely affect the public interest if discussion were disclosed.

_____ Tactics and techniques to protect the safety and property of the public, including investigations of violations or potential violations of the law.

 X Pending or anticipated litigation or contract negotiations in which the public body is or may become a party.

DPW Truck

 X Matters falling within the attorney-client privilege.

Beneduce Vineyards

 X Personnel matters involving a specific employee or officer of the Township.

Department Review

Employee Review/Process

_____ Deliberations of the Township occurring after a public hearing that may result in the imposition of a specific penalty or suspension or loss of a license or permit.

3. It is anticipated at this time that the above matter will be made public: at the conclusion of the litigation and at such time as attorney client confidentiality is no longer needed to protect confidentiality and litigation strategy.

4. The executive session minutes will be placed on file in the township clerk's office, and will be available to the public as provided for by New Jersey law.
 5. This Resolution shall take effect immediately.
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Comm. Kiernan made a motion, seconded by Comm. Pfefferle to return to Public Session **(7:17 PM)**.

Roll Call: Aye: Plumer, Kiernan, Pfefferle

Nay: None

Abstain: None

Motion Carried

The following matters were discussed in Executive Session:

- Beneduce

All parties are trying to arrange a new meeting date. The meeting will be held on a virtual platform. Twp. Atty. Dragan is confirming availability of the Township Professionals as Twp. Planner Banisch and Twp. Engineer Decker have provided a list of dates that they are available.

- DPW Truck

Twp. Committee was provided two contracts for review: one for Henderson and the other for Hoover. Contracts were forwarded to both entities as well. The Henderson equipment is being purchased under a Sourcewell Co-op which requires the purchase to be advertised. Waiting on Henderson to submit documents needed as well.

- Employee Review/Process

The Township Committee will do performance evaluations of Township Clerk/Administrator Bobrowski and CFO Rees on February 10th.

- Department Review

The Township Committee will be conducting department reviews this year where department heads will be asked to come in and meet with the Township Committee to discuss what is working/not working in the department, what their vision is for the future of the department, etc. As each department head is invited to speak with the Township Committee employees in that department will be given Rice Notices so that the department head and the Township Committee can discuss the department and its employees. Township Clerk/Administrator Bobrowski will send out a memo to all employees explaining the department reviews. The following was suggested as to the order of the department reviews:

- 1.) DPW for the end of February (based on weather, if the weather is inclement than the Township Committee will begin with the Building Department
- 2.) Building Department/Zoning
- 3.) Finance/Tax Collector/Tax Assessor/Land Use
- 4.) Township Clerk/Administrator

MOTION TO ADJOURN

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to adjourn at 7:19 PM.

Roll Call: Aye: Plumer, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

Meeting Adjourned at 7:19 PM.

Respectfully Submitted:

Michele Bobrowski, CMC/RMC

Township Clerk

I hereby certify that I have reviewed these Minutes of the Township Committee Meeting of January 27, 2021 and certify that said Minutes were approved by the Township Committee on the 10th day of February 2021.

Gabe Plumer, Mayor